



Job Opportunity

State Controller's Office

Position: Office Assistant (General)

Statewide

Location: Personnel/Payroll Services Division
300 Capitol Mall, Sacramento, CA 95814

Issue Date: June 1, 2007

Final Filing Date: Until Filled

Contact/Telephone:

Donna Collins, (916) 322-8141

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-220-1441-710

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

The State Controller's Office, Personnel/Payroll Operations Bureau is looking for a highly motivated individual that works well in a team environment and can provide exceptional service to the Operations staff responsible for paying state employees in a timely manner.

Under the direct supervision of an Office Services Supervisor II, the incumbent provide clerical support for Personnel/Payroll Services Division technical units. Duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Open, date stamp and sort incoming mail by document type and distribute to the appropriate unit or staff.
- Sort computer generated reports and Personnel/Payroll error notifications and route to various state agencies and universities.
- Burst, sort, and stuff computer generated messages in batch folders; deliver batches to various payroll units.
- From returned batches, prepare documentation to submit to Disbursements to hold incorrect payroll warrants.
- Use personal computer to research information for payroll warrant holds; meet tight timeframes for the timely research of daily payrolls.
- Perform preliminary review of incoming personnel documents and sort post-audit reports prior to counting and distributing to Civil Service and CSU Audit's units.
- Assign reference numbers to personnel documents, film, count, and distribute.
- Assist with receptionist duties, which include receiving visitors and incoming deliveries, routing telephone calls, taking and routing messages, using the personal computer, and logging out and



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- boxing payroll batches for delivery to key entry.
- Collect, sort by batch number and file payroll batch folders; maintain file of official signatures authorized to sign personnel/payroll documents.
- Collect and box confidential materials for destruction.

Desirable Qualifications:

- Self starter who can work as a team member or individually;
- Ability to multi-task, meet daily deadlines and adjust to changing priorities;
- Exceptional punctuality and dependability; and
- Positive attitude.

Reasons to apply for/accept this position:

- Will be working with energetic and dedicated state professionals while adding major skills to your work experience.
- Excellent Career Advancement Opportunities.

Benefits:

- Close Freeway Access.
- Light Rail/Bus Service within Walking Distance.
- Nearby Child Care Facilities, Restaurants, Public park, Downtown Plaza.
- Onsite Cafeteria, Coffee Bar.
- Three Health Clubs within Walking Distance.
- Onsite Bank and ATM.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Personnel/Payroll Services Division

P.O. Box 942850

Sacramento, CA 94250-5878

Attn: Donna Collins